

## Instructions for Completing Budget and Pay Requests

### Round all expenses to the nearest dollar on the budget.

If this is the first budget submitted on the project, check the "Initial Budget" box. If a budget has been previously submitted and is now being revised, check the "Revised Budget" box and submit the requested items noted in box at the bottom of form.

**Line A101 "Administrative Expense":** Enter the total projected costs associated with the Sponsor's administration (not engineering firms) of the grant. Include salaries, overhead, travel, and any other direct charges such as telephone, postage, reproduction, legal expenses, project announcements, DBE charges, Independent Fee Estimates, etc.

**Line A102 "Preliminary Engineering, Planning & Testing":** Enter any engineering/architectural/testing fees which are expected to be incurred prior to the development of the plans and specifications and/or construction of the project. This could include update of the Airport Layout Plan/Exhibit A Property Map, feasibility studies, surveying, geo-tech, environmental assessment, required permits including DENR permits, Mitigation (design, environmental site monitoring) or engineering tests necessary to develop construction plans.

**Line A103 "Land Acquisition, Easements, Structure/Utility Relocation":** Enter any expenses directly associated with land acquisition/easement. This includes professional fees for appraisals/surveying/negotiation, Mitigation (Land Banc), legal expenses, actual acquisition of the property, relocation payments to the owner, and moving/relocation of buildings and utilities. Demolition can be included in this category or in construction award, plus normal non-engineering administrative fees during the course of the work.

**Line A104 (6080) "Engineering Services Basic Fees":** Enter the cost of consultant contracts for developing and administering project plans and specifications (including design for mitigation & post project costs). This will normally be a lump sum fee to cover the cost of design, review, reproduction, bidding and contract award, plus normal non-engineering administrative fees during the course of the work. SWPPP/SPCC (NPDES permitting) would be included under this section. As Built Surveys.

**Line A105 "Project Inspection, Quality Assurance, Testing":** Enter the anticipated total cost of all daily inspection fees, testing construction materials, fees for quality assurance on the site and at contractor facilities, surveying, etc.

**Line A106 "Construction and Project Improvement Cost":** Enter the total cost of the contracts for construction of the project, including any separate schedules of construction. If equipment is an integral part of a construction project, it should be entered here.

**Line A107 "Equipment":** Enter the estimated cost of equipment not directly associated with a construction project. This would include such items as fire equipment or the electronics for nav aids when installation is to be done under a separate contract. Include all anticipated costs including transportation.

**Line A108 "Miscellaneous Expenses":** Flight Checks & Approach Certifications. Enter any other anticipated project expenses not readily placed in one of the other categories. Identify such expenses (on an attached sheet if necessary for numerous items).

**Line A109 "In Kind" Match:** This line represents the total "In Kind" charges approved for project.

### PLEASE NOTE:

**Sales tax is no longer deducted on the budget or pay requests; all taxes are reduced before the charges are entered.**